



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Program Coordinator, (Grant-Funded) Division of Home & Community-Based Services C07, \$44,886 + LIMITED FRINGE BENEFITS (No Retiree Health)*

DEPARTMENT: Department of Aging and Human Services

OPENING DATE: 02-13-19 **CLOSING DATE:** 02-27-19

MINIMUM QUALIFICATIONS:

Education: Bachelors degree.

Experience: Three (3) or more years of case management experience with the older adult population or people with disabilities or additional education in a specialized area;

Note: Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

JOB SUMMARY: Performs a wide range of professional tasks to administer and facilitate the coordination of various programs in the Home & Community-Based Services Division of the Department of Aging & Human Services.

DUTIES:

- ◆ Provides case management services for Community First Choice and the Community Options Waiver program for consumers and families receiving home and community-based services. Assures consumers receive needed and appropriate services and coordinates the provision of services by the Department and other health agencies;
- ◆ Speaks with consumers and family members regarding services;
- ◆ Does in-home assessments and other visits;
- ◆ Does quarterly visits, which include defined tasks;
- ◆ Handles consumer needs;
- ◆ Writes detailed case notes as appropriate;
- ◆ Supports caregiver training/education;
- ◆ Supports the HCBS Division in a positive manner;
- ◆ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain thorough knowledge of St. Mary's County Government policies and procedures;
- ◆ Ability to effectively communicate with other staff and especially members of the public in a courteous and caring manner;
- ◆ Ability to gain knowledge of department practices and procedures and of the operations, procedures, and principles of assigned program;
- ◆ Ability to gain knowledge of relevant Federal, State, and Local regulations regarding the administration of assigned programs;

St. Mary's County Government is an Equal Opportunity Employer

- ◆ Knowledge of County and Federal fiscal management;
- ◆ Ability to effectively communicate with other staff members; ability to coordinate, advise, and work with other professionals;
- ◆ Ability to prioritize and multitask;
- ◆ Ability to review and analyze existing information and make informed and sound decisions;
- ◆ Ability to use available resources to research information;
- ◆ Ability to keep accurate records; and
- ◆ Ability to operate relevant computer systems, and tracking systems.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts associated with the position, which require standard safety precautions typical of such places as offices, meeting rooms and long-term care facilities. This position also requires in-home visits. Use of safe work place practices with office equipment, and/or avoidance of trips and falls are necessary.

COMPENSATION/BENEFITS:

Hiring Salary: \$44,886 annually.

FLSA: Non-Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

***Grant and Revenue employees hired after January 31, 2005 are required to pay 100% of their retiree health plan costs.**

SELECTION PROCEDURE: Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

TO APPLY: A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED. Applications are available at:

Governmental Center – Potomac Building
 Department of Human Resources, 3rd Floor
 23115 Leonard Hall Drive, Leonardtown, MD 20650
 Phone: 301-475-4200 Extension: 71100 Fax: 301-475-4082
 Jobs Line: 301-475-4200 Extension: 71109
 Email: smchr@stmarysmd.com Website: www.stmarysmd.com

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the Department of Human Resources: at [\(301\) 475-4200](tel:3014754200), Extension: 71100

Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.

APPLY NOW - <http://www.stmarysmd.com/hro/application/HRAApplication.asp>

St. Mary's County Government is an Equal Opportunity Employer